



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

Boise Public Library Board of Trustees Regular/Annual Meeting Agenda Wednesday, September 13, 2023, 11:30 a.m. • Main Library, Marion Bingham Room, 715 S. Capitol Blvd., Boise, ID 83702

Public can attend the meeting in person or via YouTube at the following link:
<https://www.youtube.com/channel/UCJo0NAsCybsN0DtzuAI3LGA>

BOARD OF TRUSTEES Brian Klene, President Rebecca Lemmons, Vice President Reshma Kamal Nicole Trammel Pantera Ron Pisaneschi	MISSION The Boise Public Library's mission is to provide access and opportunity for everyone by connecting people to ideas, information, and community.
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MAIN LIBRARY 715 S. Capitol Blvd., Boise, Idaho 83702 P: 208-972-8200 TTY: 800-377-3529	LIBRARY! AT BOWN CROSSING P: 208-972-8360	LIBRARY! AT COLE & USTICK P: 208-972-8300	LIBRARY! AT COLLISTER P: 208-972-8320	LIBRARY! AT HILLCREST P: 208-972-8340
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BOISE CITY COUNCIL: Jimmy Hallyburton (President), Patrick Bageant (President Pro Tem), Latonia Haney Keith, Meredith Stead, Colin Nash, Luci Willits

AGENDA

Boise Public Library Board of Trustees Regular/Annual Meeting Agenda **Wednesday, September 13, 2023, 11:30 a.m.** • Main Library, Marion Bingham Room, 715 S. Capitol Blvd., Boise, ID 83702

Public can attend the meeting in person or via YouTube at the following link:
<https://www.youtube.com/channel/UCJo0NAsCybsN0DtzuAl3LGA>

1. Call to Order and Introductions

2. Communications

None

3. Minutes-Action Item

August 16, 2023, Regular Meeting

4. Consent Agenda-Action Item

All matters on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately.

a. Payment of Bills and Payroll

b. Financial Reports

Year-to-Date through June 30, 2023
Gift Fund activity for June 2023

5. Reports

a. Friends of the Boise Public Library

b. Boise Public Library Foundation

c. Library Director including administration and management

6. Old Business

a. FY23 Summer Learning Program

Staff will present to the Trustees a wrap up of the Boise Public Library 2023 Summer Learning Program funded through a grant from the Idaho Commission for Libraries. This grant helped staff expand the Library's summer learning program and facilitate summer learning to combat the negative impact and learning loss that stemmed from the pandemic. Trustees approved the funding for this grant at the November 9, 2022 Library Board meeting.

7. New Business

a. Citizens for a Library in West Boise

Mark Salisbury, Nancy Cowles and Jennifer Gravel of Citizens for a Library in West Boise will present a petition to the Board of Trustees. A copy of the cover of the petition is on page 8.

b. Selection of Meeting Dates for Fiscal Year 2024- Action Item

Per Idaho state code, the Board of Trustees is required to adopt and establish the regular board meeting schedule on an annual basis. A copy of the recommended schedule is included on page 12.

Action: The Board will make a motion to approve a Fiscal Year 2024 meeting schedule.

8. Election of Officers for Fiscal Year 2024- Action Item

Article IV, Section 1 of the Library Board of Trustees Bylaws states: The Board shall elect at its annual meeting from its members a President and Vice President who shall serve for a term of one (1) year or until his/her successor is elected. No officer shall serve more than two full consecutive terms.

Action: The Board will nominate and elect a president and vice president for a one-year term commencing October 2023.

9. Review, Amend, Repeal, or Adopt Bylaws, Policies, and Procedures

Library policies were reviewed monthly with the annual review completed at the August 16, 2023 meeting. Library Board bylaws will be reviewed at the meeting and can be found on pages 13-17 of the packet. A memo from President Brian Klene to the other board members about the bylaws can be found on pages 18-20. This is a discussion item only.

10. Selection of Trustee to Review Payment Vouchers

Trustee review for July vouchers by Pantera.

11. Selection of Meeting Date

Next regular meeting on Wednesday, October 11, 2023.

12. Adjourn

Any person needing special accommodations to participate in the above notice meeting should contact the library administration office at 208-972-8258 no later than three working days before the scheduled meeting.

BOISE PUBLIC LIBRARY

Library Director's Report

September 2023

Operations

Hours and Services Status

The Library had two planned changes to services in August for flooring projects:

- The Library! at Cole & Ustick had reduced services from Monday, July 31st to Monday, August 7th.
- The Library! at Hillcrest was closed to the public from Monday, August 21st to Monday, August 28th.

Both locations returned to full service as scheduled. The flooring project at Cole & Ustick was completed as expected. At Hillcrest, most of the project was completed with a section which will be replaced at a later date when additional carpet has been secured. We do not expect any disruptions to service with the additional installation work.

Construction Update

During the roof replacement project at the Main library a rainstorm on the night of August 26th resulted in a leak in the Youth Services area. The leak caused damage to some of the carpet and furniture. Additionally, approximately 550 children's books were ruined by the water and needed to be discarded. The leak has been addressed and we are working with the appropriate insurer to have all damaged materials replaced.

Website Platform Upgrade Update

In August the contracted software vendor worked directly with the City of Boise Team to confirm and vet design details and core requirements. An extensive project team review of current Library website integrations will help ensure the software vendor understands the scope and necessity of each external functionality. A detailed project delivery schedule is being finalized and will be shared when complete. Regular updates will continue to be provided to the Library Board.

Upcoming Board of Trustee opportunities

City of Boise legal training for Boards and Commissions will be at City Hall:

- Wednesday, September 20, 2023 from 11:30 – 1:00.
- Thursday, September 28, 2023 from 12:00 – 1:30.

Administration and Management Reports:

Programming

- Summer Reading 2023 wrapped-up on August 15th. Here's a snapshot from the past three years:

	2023	2022	2021
○ Registrations:	5,490	4,445	3,614
○ Readers who logged:	3,506	2,568	2,233
○ Prize earned:	2,292	1,440	961
○ 3 rd book:	1,228	616	114
○ Total books redeemed:	7,718	5,518	3,566
○ Days read:	189,829	127,498	77,391

- All branches supported the final month of the Elementary and Secondary School Emergency Relief (ESSER) grant at twelve outreach events, reaching over 700 children and 500 adults. Events included

National Night Out, Neighborhood Concert Series, and Back to School Nights. Attendees picked out books, learned about Library resources, and engaged with Library staff.

- The Library! at Cole and Ustick hosted a clothing swap with over 60 attendees (doubled from last year). They also hosted The Idaho Trails Association (ITA) with a Backpacking 101 class that provided guidance on equipment, safety, and resources for finding backpacking trails.
- Staff at the Library! at Bown Crossing and the Library! at Hillcrest teamed up to provide a [Teen Mentorship](#) program associated with the Boise Comic Arts Festival (BCAF), designed to help teen artists learn how to professionally commodify their art successfully.

Staff Development

- Youth Services staff attended [LITT: Early Learning](#) – Materials that Support Learning Through Play and Know & Go: Babies in the Library, Serving our Youngest Users

Community Partners

- BPL's two-year commitment to the [Urban Libraries Council's Amplify Summer Reading Cohort](#) concluded in August. This year's activities included developing a new relationship with the Boise School District's Summer School to reach new groups of teens as well as continued partnership with [LEAP](#), Learning and Enrichment After-school Program.
- Staff from The Library! at Bown Crossing joined the Acquisitions and Technical Services (ATS) division to repair books at [Curbit's Repair Café](#).
- The Library! at Bown Crossing renewed a collaboration with the [Treasure Valley String Quartet](#) to give concerts at the Library.
- Home-based Services staff worked with [Meals on Wheels](#) to get brochures delivered to recipients in Boise resulting in new users! Additional facilities have also signed up.
- Youth Services staff hosted a booth at an event for new employees at the Boise School District. Educators were able to connect with library staff to learn about resources and partnership opportunities as well as learn about Boise Comic Art Festival's Librarians & Educator Day. This invitation was a direct result of a relationship developed through Strategic Planning efforts as well as the ESSER grant.

Communications

Monthly Email Newsletter: [August](#)

- Sent Tues, August 1st at 4:00 PM, 8,458 successful deliveries
- Open Rate 50.7% (4,290) / Click Rate 2.0% (167)
- September – sent Tuesday, Sept 5 to 8,645 contacts

Ultimate Book Nerd Newsletter: [August](#)

- Sent Wed, August 23, 2023 5:06 PM, 662 contacts
- Open Rate 65.6% (432) / Click Rate 4.2% (28)

Social Media

- In August, we posted about: BCAF, the book sorter, programs including a German language Meet-Up, and Librarians & Educators Day.
- In September we plan to post about: Boise Comic Arts Festival (a lot), Library Card Sign-up Month, the Fall program guide, National Read a Book Day, and more BCAF!

MAIN LIBRARY MRM & CAPITAL IMPROVEMENTS

PROJECT STATUS REPORT

Project Start Date:	Summer 2022	Estimated Finish Date:	Ongoing
Project Manager:	Lindsay Erb	Department:	Library

PROJECT STATUS:

Period Covered:	August 2023
Project Summary	After a condition assessment evaluation completed in the of summer 2020 it was found that there are numerous major repair and maintenance items that need to be addressed to give the Main Library another 10+ years of life, along with space reconfigurations to better serve the public. This work will consist of a program of projects to occur over the next couple of years based on project prioritization and budget.
Bid Package Updates	<p><u>Roof Replacement</u></p> <ul style="list-style-type: none"> ✓ Includes both 4 story and 1st story portion. <p>Status:</p> <ul style="list-style-type: none"> • Construction started 6/26 • Work anticipated to be wrapped up late October 2023 <p><u>Restroom Renovations</u></p> <ul style="list-style-type: none"> ✓ Includes four story portion only for restroom renovations and plumbing line replacement along with fire pump replacement <p>Status:</p> <ul style="list-style-type: none"> • Construction started Aug. 7th on 1st floor restroom and anticipated to completed mid-November. • The 2nd, 3rd and 4th floor restrooms will follow sequentially with estimated final completion early June 2024 • Fire pump replacement to begin early November with a one-month turnaround. <p><u>1st & 4th Floor Renovations</u></p> <ul style="list-style-type: none"> ✓ First floor includes new office for Health Coordinator and bookstore area on the 1st floor. ✓ Fourth floor includes reconfiguring & constructing new offices for new ATS area, breakroom, IT space, Friends storage, maintenance office, Youth Services storage along with new mechanical HVAC system. <p>Status:</p> <ul style="list-style-type: none"> • Design complete, the bid set is being finalized. • Bidding phase anticipated for mid-September • Construction anticipated to start late Fall <p><u>1st floor Renovations</u> – Design Paused</p> <ul style="list-style-type: none"> ✓ Includes 1 story portion of building only which includes renovations to information desk, Hayes auditorium and youth services areas <p>Status:</p> <ul style="list-style-type: none"> • Concept design completed. • Schematic design has been paused until the other packages are under contract as those are highest priority.

	<p>Misc. projects:</p> <p><u>Parking lot repairs:</u></p> <ul style="list-style-type: none"> ✓ Includes main parking area (east side) and south side parking area. <p>Status:</p> <ul style="list-style-type: none"> • Architect has put together recommended repair package. • Anticipate bidding out this fall. • Planning for repair work to begin spring 2024 <p><u>Brick repairs:</u></p> <ul style="list-style-type: none"> ✓ Repair exterior cracks in mortar <p>Status:</p> <ul style="list-style-type: none"> • Plans are being finalized. • Bidding phase anticipated for this fall. • Work anticipated to be completed spring 2024 after parking lot repairs. <p><u>Stairwell Railing</u></p> <ul style="list-style-type: none"> ✓ Renovate existing staircase handrails and guards between all floors on both east and west sides of the building <p>Status:</p> <ul style="list-style-type: none"> • Bid package is complete • Anticipated to bid out this fall • Work estimated to begin this winter
Overall Project Health	<p><u>Summary:</u></p> <p>Due to the construction estimates coming in higher than anticipated, we've had to cut back on the scope of work for this fiscal year to stay within budget. We have several projects that will go out to bid this fall and we're currently in the process of reviewing the project program to determine sequence and timing for the remainder of the projects.</p>
Highlights	<p>The roofing renovations is in progress and will continue throughout the summer/ fall. The restroom renovations and plumbing line replacement work started this month on the first floor and first floor restroom is planned to be operational again starting mid-November.</p>

PROJECT COMPONENTS:

Component	Notes
Scope	City is in the process of reviewing the program of projects to determine proper prioritization based on the information provided in the condition assessment report, efficiencies, and budget.
Budget	Estimates for the 4 th floor work are significantly higher than estimated so we're focusing on the highest priority items such as the restrooms, plumbing and fire pump replacement this fiscal year. The remainder of the work of the work is anticipated to begin next fiscal year.
Schedule	Budget constraints put us behind schedule a bit as we had to determine which projects should be completed this fiscal year due to estimates coming in higher than anticipated and update design plans to accommodate the work.
Risks	Construction market challenges, including finding multiple bidders and pricing.
Resources	

SCOPE MANAGEMENT:

Status	Discussion
Accomplished	<ul style="list-style-type: none">• Storage room wall and flooring demo on 4th floor to allow for extra storage space• Auto sorter room construction complete & operational
Planned	<ul style="list-style-type: none">• Restroom/ plumbing construction work to continue until early June 2024• Visioning work to establish alignment for interior design materials & finishes• Bidding for 4th floor renovations, stairwell railing work, brick repairs and parking lot repairs• Startup schematic design for 1st floor renovations

CITIZENS FOR A



CITIZENS FOR A LIBRARY: WEST BOISE

Petition to make library access equitable for all of Boise

Mark Salisbury
fmark.salisbury@gmail.com

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West Boise needs a Library! Petition

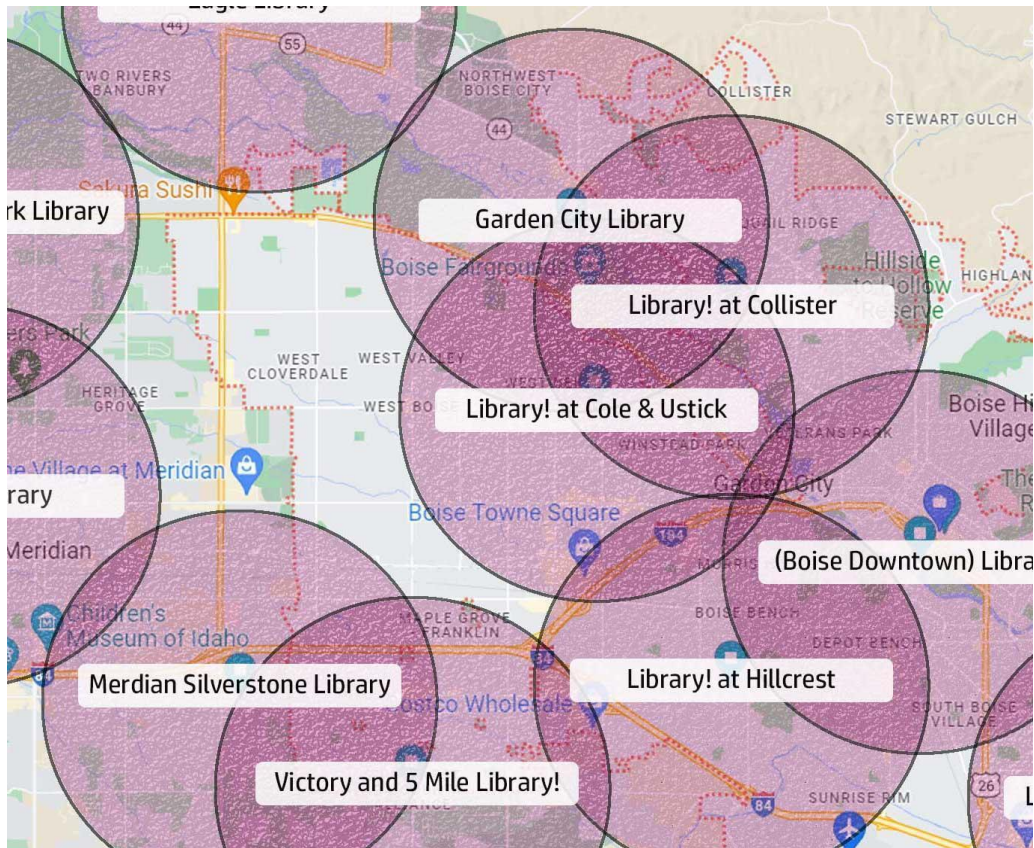
We, citizens of West Boise, do hereby petition the Mayor of Boise, Boise City Council Members, and the Boise Library Board of Trustees, to prioritize construction of a library in West Boise. We recognize that a library “desert” exists in West Boise. The closest library is 4+ miles away. Most citizens of Boise live within 1 to 2 miles of a library, making a library accessible by foot or bicycle.

Libraries, like other city services, are a tremendous benefit to citizens who use them. They provide:

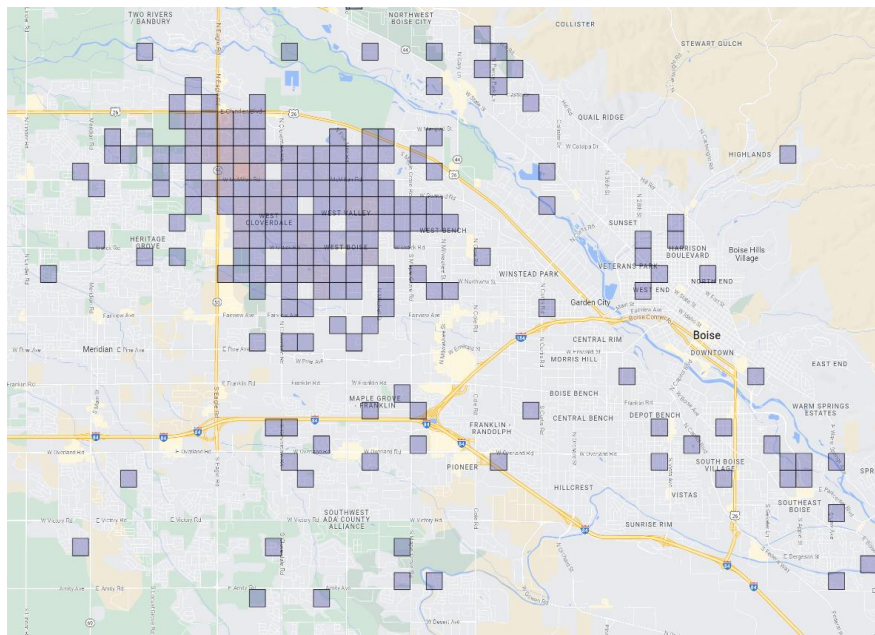
- A place to borrow books, free of charge.
- A place to borrow items besides books: movies, games, and many other things.
- A place to participate in programs: story time, music and movement, literacy and basic skills, tax help, to name just a few.
- A special place for children to learn and grow.
- A place to use technology – computer, printer and internet access.
- Librarians, who delight in helping people find what they’re looking for.
- A physical space, to study, to come together, to provide city services.

These benefits, and others not listed here, provided by libraries, should be easily enjoyed by all Boise citizens. Tax dollars from all parts of Boise pay for libraries. We urge you to prioritize, research, and fund a library in West Boise.

Boise Library Coverage Map



Petition Signer Distribution



Blue: 1+ signer, Pink: 50+ signers

Potential West Boise Library Locations

We've identified 3 potential locations for a library near the west edge of Boise with pros/cons for each location. We'd love to discuss possible locations in more detail when there is interest in expanding library coverage.

Comparable City Information

Is the coverage gap in West Boise something we see if we look at cities with a similar population to Boise? Each city has a unique history, geography, population spread, and library system, but yes, this coverage gap in West Boise appears to be an anomaly when looking at similar cities. See <https://www.citizensforalibrary.org/west-boise/how-does-library-coverage-compare-in-similar-cities> for more information.

Areas of Boise with Poor Library Access

Are there areas besides West Boise that are > 2 miles from a library? Yes. There are 5 areas total where citizens are more than 2 miles from a library. However, West Boise has the greatest population and distance from a library.

See <https://www.citizensforalibrary.org/west-boise/areas-with-poor-access/> for more details.

Petition Signers

A list of individuals signing this petition follows this page. As of **July 10th, 2023**:

835
Boise Citizens
Have Signed

Proposed Schedule of Library Board Meeting Dates

October 2023 to September 2024

The Library Board of Trustees established a regular meeting schedule for the second Wednesday of each month, 11:30 a.m. at the Main Library in the Marion Bingham Room.

Month	Day	Year	Comments
October	11	2023	
November	8	2023	
December	13	2023	
January	10	2024	
February	14	2024	
March	13	2024	
April	10	2024	
May	8	2024	
June	12	2024	
July	10	2024	
August	14	2024	
September	11	2024	September is the annual meeting.

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

BYLAWS

ARTICLE I LEGAL BASIS AND PURPOSE

The Board of Trustees of the Boise Public Library exists by virtue of the provisions of Title 33, Chapter 26 of the Idaho Code. The Board exercises the authority and assumes the responsibility delegated to it by said statutes for the provision of public library service in Boise City.

ARTICLE II SELECTION AND APPOINTMENT

Section 1. Number of Trustees

A Board of five Library Trustees, selected from the residents of Boise City, shall be appointed by the Mayor and confirmed by the City Council. The Board favors the established custom of the inclusion of one non-voting member of the City Council who will attend board meetings and act as liaison for the Board and City Government.

Section 2. Term of Office

A term of office shall be for five years; the term of one Trustee shall expire each year on June 30th. Trustees shall hold their office from appointment until the term expires and until their successors are appointed. In accordance with City Policy, appointees shall serve no more than two terms or more than ten consecutive years.

By accepting appointment to the Board, Trustees agree to attend a minimum of three-fourths of the regularly-scheduled meetings annually. Unless excused by the president, missing three consecutive regular meetings for other than health-related reasons is considered a resignation from the Board.

Section 3. Salary

All Trustees, officers included, shall serve without salary or any compensation, except that they may receive actual and necessary expenses when engaged in the business of the Library.

Section 4. Vacancies

All vacancies on the Board shall be reported to the Mayor and City Council within five days by the Board, with a request that the vacancy be advertised. The process for filling a vacancy will be prescribed by the Mayor's office.

**ARTICLE III
POWERS AND DUTIES**

Section 1. Policies

The Board shall have the power to establish all library policies and rules of use and to determine any question of policy.

Section 2. Budget

The Board shall have the power to prepare and adopt an annual budget with the advice and assistance of the Library Director, allocating the proper amounts for materials, salaries, maintenance, and other operating expenses.

Section 3. Expenditures

The Board shall have exclusive control of the expenditure of all moneys collected for the Library Fund.

Section 4. Property

The Board shall have the supervision, care, and custody of any room or building constructed, leased, or set apart for library purposes, and it may, with the approval of the Council, lease and occupy or purchase or erect on purchased ground any appropriate building. The Board shall take charge of the public library, reading rooms, and its branches, and of all real and personal property belonging to it, or what may be acquired by loan, purchase, gift, devise, or otherwise, when not inconsistent with the terms and conditions of the gift, devise, or with the terms and conditions of the gift, devise, or bequest. The Board shall have the power to make and enforce all rules, regulations, and bylaws necessary to administer, govern,

and protect the Library, reading rooms, and branches, and all property belonging or loaned to it.

Section 5. Appointments

The Board of Trustees shall appoint a Library Director, who will serve at the pleasure of the Board. The Director will act in accordance with the policies of Boise City to hire such employees as may be necessary for the proper operation of the Library, and may recommend their salaries, prescribe rules for their conduct, and remove any employee for good and sufficient cause.

Section 6. Gifts and Trusts

The Board shall receive and administer any trust or any other fund declared or created by gift or otherwise for such library and branches.

Section 7. Other Duties

Additional duties of the Board shall include, but not necessarily be limited to:

- a. promoting and interpreting the Library and its services to the public;
- b. obtaining adequate funds for library operation; and
- c. developing a program of planned growth and improvement of the Library and library services.

ARTICLE IV OFFICERS

Section 1. Election

The Board shall elect at its annual meeting from its members a President and Vice President who shall serve for a term of one (1) year or until his/her successor is elected. No officer shall serve more than two full consecutive terms.

Section 2. Duties

- a. President

The President shall preside at all meetings of the Board, authorize calls for special meetings, regulate and control public participation,

appoint all committees, execute documents authorized by the Board, serve as ex-officio member of all committees, insure that a true and accurate record is maintained of all meetings of the Board, plan the meeting agenda with the Director, and perform all other duties associated with that office.

b. Vice President

In the absence of the President, the Vice President shall preside and perform all other duties associated with the President's office.

Section 3. Vacancies

Vacancies occurring in any office shall be filled by majority vote of those Trustees present at the next regular meeting of the Board. Any officer selected to fill a vacancy shall serve from the time of the next election of officers.

Section 4. Removal from Office

Any officer may be removed from office by the Board whenever, in the judgment of the Board, the best interests of the Library shall be served by such removal.

**ARTICLE V
MEETINGS**

Section 1. Frequency

The Board shall meet for business purposes monthly, except as shall be determined in advance by the Board at a regular meeting. The Board shall hold its annual meeting each year in September.

Section 2. Special Meetings

Special meetings may be called by the President, or upon written request of three members, for the transaction of business stated in the Notice of Special Meeting. Only that business so specified may be acted upon at the Special Meeting. Notification procedures will comply with Idaho Code and Boise City Policies.

Section 3. Quorum

A majority of the Board shall constitute a quorum for the transaction of business.

Section 4. Voting

An affirmative vote by the majority of Board members present shall be necessary to approve any action of the Board. The President may introduce, vote upon, move, or second a proposal before the Board.

Section 5. Meeting Records

Records of meetings shall be maintained by the Library Director or the Director's designate.

ARTICLE VI PARLIAMENTARY AUTHORITY

The parliamentary authority shall be Roberts Rules of Order, current edition, except as stated in these Bylaws.

ARTICLE VII AMENDMENTS

These Bylaws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the Board members present. Proposed amendments shall be distributed at least two weeks prior to said meeting.



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

MEMO

TO: Library Board of Trustees
 FROM: Brian Klene, Library Board President
 CC: Jessica Dorr
 Kari Davis
 DATE: 9/8/2023
 RE: Library Bylaws

The Library Board of Trustees reviews the Board Bylaws at its annual meeting. During the annual meeting in 2022, I volunteered to review the bylaws and identify potential changes for trustees to consider. The following are my recommended changes or items for discussion.

The process for amending the bylaws requires a review period of at least two weeks so this memo is for discussion purposes only. While no vote can be taken at the September 13, 2023 meeting, the board can amend the bylaws at any regular meeting after providing the required review period.

Article I: Legal Basis and Purpose

- *Recommended change:* In addition to Idaho Code reference, we should make reference to Title 2, Chapter 7 of the Boise City Code.

Article II, Section 1: Number of Trustees

- *Item for discussion:* State and City Code, as well as Bylaws, envision the Board will always have 5 members because “Trustees shall hold their office from appointment until term expires and until successors are appointed.” Although, this does not appear to be our practice. We had only 3 members for the month of July 2023.
- *Recommended change:* While Idaho Code specifies “a quorum shall consist of three (3) voting members,” both the City Code and Bylaws specify “a majority of the board shall constitute a quorum.” We should update the Bylaws to state a quorum is three members.

Article II, Section 2: Term of Office

- *Recommended change:* Add wording to make clear that “appointments to complete an unexpired term shall be for the remainder of the term only.”
- *Recommended change:* It should be specified somewhere that maintaining a primary residence within Boise City limits is a condition of Trustee membership and failure to do so is considered a resignation from office.

MAIN LIBRARY
 715 S. Capitol Blvd., Boise, Idaho 83702
 P: 208-972-8200 | TTY: 800-377-3529

LIBRARY! AT
 BOWN CROSSING
 P: 208-972-8360

LIBRARY! AT
 COLE & USTICK
 P: 208-972-8300

LIBRARY! AT
 COLLISTER
 P: 208-972-8320

LIBRARY! AT
 HILLCREST
 P: 208-972-8340

- *Recommended change:* We should specify that either “in person or virtual” meeting participation qualifies as attendance.
- *Recommended change:* Given this new attendance flexibility we should eliminate the “minimum of three-fourths of the regularly-scheduled meetings annually” requirement, and simply state that Trustees will make reasonable efforts to attend all meetings. We should also retain the language stating the three successive absences could result in removal from office.

Article III: Powers and Duties

- *Item for discussion:* The Idaho Code and Boise City Code feature an identical list of 12 clear and concise powers and duties of the Board. The Bylaws do not feature the same list. Most, but not all, of the 12 are touched upon in the Bylaws, but the language is often not the same.

Article III, Section 1: Policies

- *Recommended change:* Rename this section from “policies” to “powers and duties.”
- *Recommended change:* Include by reference all powers and duties granted in Title 33, Chapter 26 of the Idaho Code and Title 2, Section 7 of the Boise City Code, as well as any new powers-and-duties legislation adopted by the State Legislature or City Council. Such inclusion by reference should enable us to simplify Article III significantly.
- *Recommended change:* Specify that the Board may utilize library resources, including the library director and staff, in the course of executing their powers and duties, including delegating tasks as the Board deems appropriate.

Article III, Section 5: Appointments

- *Recommended change:* Add “supervise and evaluate” library director, as stated in State and City Codes in power-and-duty #8.
- *Item for discussion:* Should we add - prepare and conduct a formal annual performance evaluation on a calendar year basis?

Article IV, Section 3: Vacancies

- *Item for discussion:* The second sentence is confusing. I think it means – any officer selected to fill a vacancy shall serve from the time of election until the next regular election of officers. If so, we should clarify.

Article IV, Section 4: Removal from Office

- *Item for discussion:* This is another possible place for adding language about the requirement of maintaining a primary residence as a condition of Trustee membership and failure to do so is considered a resignation from office. I don’t think we need to say this twice, though, and Article II, Section 2 seems the better place because Article IV concerns “Officers” rather than trustees.

Article V, Section 3: Quorum

- *Recommended change:* We should make clear a quorum is three members even if the board has vacancies.

Article V, Section 4: Voting



- *Recommended change:* For clarity, we should specify that all board members have one vote and no non-members have a vote.

Article V, Section 5: Meeting Records

- *Item for discussion:* Both the State and City Codes specify “the board shall maintain records of all board business.” Article IV, Section 2.a states the president shall “ensure that a true and accurate record is maintained of all meetings of the Board.” See also above the third bullet under Article III, Section 1.



BOISE PUBLIC LIBRARY

SYSTEM STATISTICS REPORT

July 2023

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
<u>CIRCULATION/Books</u>						
Adult	44,827	45,296	-1.04	434,249	446,604	-2.77
Young Adult	6,530	6,816	-4.20	54,494	61,246	-11.02
Juvenile	60,876	64,291	-5.31	586,303	602,814	-2.74
Sub Total	112,233	116,403	-3.58	1,075,046	1,110,664	-3.21

<u>CIRCULATION /Audio Visual</u>						
Adult	16,443	19,171	-14.23	170,005	200,338	-15.14
Young Adult	1,060	946	12.05	9,840	9,391	4.78
Juvenile	5,050	5,903	-14.45	51,463	57,233	-10.08
Sub Total	22,553	26,020	-13.32	231,308	266,962	-13.36

<u>CIRCULATION/Digital</u>						
eAudio	36,200	27,609	31.12	312,579	249,029	25.52
eBooks	29,392	24,243	21.24	256,960	223,213	15.12
eVideo	733	383	91.38	3,797	3,129	21.35
eMusic	78	59	32.20	656	472	38.98
eMagazine	2,934	2,214	32.52	29,157	27,205	7.18
Sub Total	69,337	54,508	27.21	603,149	503,048	19.90
TOTAL CIRCULATION	204,123	196,931	3.65	1,909,503	1,880,674	1.53

<u>CIRCULATION SUMMARY</u>						
Main Library	61,826	64,214	-3.72	605,908	621,122	-2.45
Collister	12,048	12,496	-3.59	115,890	125,683	-7.79
Hillcrest	8,670	9,595	-9.64	84,918	91,542	-7.24
Cole & Ustick (C&U)	24,789	25,496	-2.77	233,451	245,218	-4.80
Bown	24,991	27,844	-10.25	240,437	270,937	-11.26
Home Service	2,462	2,778	-11.38	25,750	23,124	11.36
Digital Collection	69,337	54,508	27.21	603,149	503,048	19.90
TOTAL CIRCULATION	204,123	196,931	3.65	1,909,503	1,880,674	1.53

<u>PATRON COUNT</u>						
Main Library	26,794	23,405	14.48	247,589	205,081	20.73
Collister	5,988	4,942	21.17	52,833	46,351	13.98
Hillcrest	4,979	4,409	12.93	49,902	41,250	20.97
Cole & Ustick	9,765	8,755	11.54	92,300	72,844	26.71
Bown	8,807	7,503	17.38	90,270	69,640	29.62
TOTAL PATRON COUNT	56,333	49,014	14.93	532,894	435,166	22.46

<u>POLARIS CATALOG*</u>						
System External Use Counts	0	236,613	-100.00	2,051,071	2,644,384	-22.44
Main Internal Use Counts	0	34,401	-100.00	299,962	309,701	-3.14
Collister Internal Use Counts	0	2,080	-100.00	16,713	17,563	-4.84
Hillcrest Internal Use Counts	0	2,279	-100.00	19,963	19,571	2.00
C&U Internal Use Counts	0	6,651	-100.00	54,445	52,368	3.97
Bown Internal Use Counts	0	4,612	-100.00	39,085	41,811	-6.52

*Software upgrade has delayed availability of data.

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
<u>NEW CARDS ISSUED</u>						
Resident	911	807	12.89	9,010	7,736	16.47
Non-Resident	3	3	0.00	39	58	-32.76
Internet Only	0	0	0.00	1	8	-87.50
TOTAL CARDS ISSUED	914	810	12.84	9,050	7,802	16.00

INTERLIBRARY LOANS

Out-of-State	21	94	-77.66	907	710	27.75
In-State	12	36	-66.67	523	392	33.42

INTERLIBRARY BORROWING

Out-of-State	121	50	142.00	789	1,880	-58.03
In-State	38	7	442.86	338	583	-42.02

REFERENCE SUMMARY

Main Adult Desk	2,118	1,185	78.73	13,968	11,746	18.92
Main Adult Telephone	759	612	24.02	5,970	6,693	-10.80
Main Adult Electronic	153	126	21.43	1,120	1,272	-11.95
Sub Total Adult Reference	3,030	1,923	57.57	21,058	19,711	6.83

Main Youth Desk	1,341	1,190	12.69	9,897	6,823	45.05
Main Youth Telephone	4	32	-87.50	142	247	-42.51
Main Youth Electronic	0	2	-100.00	18	14	28.57
Sub Total Youth Reference	1,345	1,224	9.89	10,057	7,084	41.97

Information Desk

Readers Advisory	7	9	-22.22	22	61	-63.93
Directional/Informational	718	1,977	-63.68	6,136	19,333	-68.26
Sub Total Information Desk	725	1,986	-63.49	6,158	19,394	-68.25

Collister Desk	1,644	1,218	34.98	12,676	10,109	25.39
Collister Phone	127	102	24.51	1,252	1,303	-3.91
Sub Total Collister Reference	1,771	1,320	34.17	13,928	11,412	22.05

Hillcrest Desk	698	452	54.42	4,809	4,239	13.45
Hillcrest Phone	140	85	64.71	1,083	935	15.83
Sub Total Hillcrest Reference	838	537	56.05	5,892	5,174	13.88

Cole & Ustick Desk	1,266	1,620	-21.85	11,004	10,170	8.20
Cole & Ustick Phone	163	143	13.99	1,593	1,481	7.56
Sub Total C&U Reference	1,429	1,763	-18.94	12,597	11,651	8.12

Bown Desk	1,443	582	147.94	7,224	5,383	34.20
Bown Phone	167	52	221.15	554	959	-42.23
Sub Total Bown Reference	1,610	634	153.94	7,778	6,342	22.64
TOTAL REFERENCE	10,748	9,387	14.50	77,468	80,768	-4.09

	<u>This Month</u>	<u>Last Year This Month</u>	<u>Percent Change</u>	<u>This Year To Date</u>	<u>Last Year To Date</u>	<u>Percent Change</u>
MEETING ROOM USE SUMMARY						
Programs						
Main Adult Programs	8	10	-20.00	116	47	146.81
Main Youth Programs	49	46	6.52	652	303	115.18
Main Community Programs	78	58	34.48	940	753	24.83
Sub Total Main	135	114	18.42	1,708	1,103	54.85
Collister Adult Programs	12	1	1100.00	99	15	560.00
Collister Youth Programs	38	38	0.00	365	203	79.80
Collister Community Programs	106	56	89.29	899	521	72.55
Sub Total Collister	156	95	64.21	1,363	739	84.44
Hillcrest Adult Programs	11	7	57.14	139	41	239.02
Hillcrest Youth Programs	51	10	410.00	294	98	200.00
Hillcrest Community Programs	113	41	175.61	1,050	522	101.15
Sub Total Hillcrest	175	58	201.72	1,483	661	124.36
C&U Adult Programs	19	8	137.50	120	47	155.32
C&U Youth Programs	45	31	45.16	363	256	41.80
C&U Community Programs	138	58	137.93	1,156	436	165.14
Sub Total Cole & Ustick	202	97	108.25	1,639	739	121.79
Bown Adult Programs	9	6	50.00	110	26	323.08
Bown Youth Programs	40	30	33.33	422	166	154.22
Bown Community Programs	74	32	131.25	765	139	450.36
Sub Total Bown	123	68	80.88	1,297	331	291.84
TOTAL PROGRAMS	791	432	83.10	7,490	3,573	109.63

Program Attendance						
Main Adult Attendance	77	41	87.80	1,220	654	86.54
Main Youth Attendance	1,773	1,419	24.95	21,867	7,090	208.42
Main Comm Attendance	604	752	-19.68	8,026	7,080	13.36
Sub Total Main	2,454	2,212	10.94	31,113	14,824	109.88
Collister Adult Attendance	114	4	2750.00	846	332	154.82
Collister Youth Attendance	1,678	1,302	28.88	14,447	12,606	14.60
Collister Comm Attendance	357	178	100.56	3,248	1,379	135.53
Sub Total Collister	2,149	1,484	44.81	18,541	14,317	29.50
Hillcrest Adult Attendance	57	29	96.55	1,272	240	430.00
Hillcrest Youth Attendance	990	333	197.30	5,793	3,098	86.99
Hillcrest Comm Attendance	398	234	70.09	6,092	1,942	213.70
Sub Total Hillcrest	1,445	596	142.45	13,157	5,280	149.19
C&U Adult Attendance	72	43	67.44	719	151	376.16
C&U Youth Attendance	957	443	116.03	11,290	9,560	18.10
C&U Comm Attendance	669	333	100.90	8,772	3,650	140.33
Sub Total Cole & Ustick	1,698	819	107.33	20,781	13,361	55.53
Bown Adult Attendance	83	41	102.44	978	231	323.38
Bown Youth Attendance	1,011	615	64.39	12,194	5,946	105.08
Bown Comm Attendance	179	110	62.73	3,344	467	616.06
Sub Total Bown	1,273	766	66.19	16,516	6,644	148.59
TOTAL PROGRAM ATTENDANCE	9,019	5,877	53.46	100,108	54,426	83.93

BOISE PUBLIC LIBRARY

RECIPROCAL BORROWING STATISTICS

July 2023

Items checked out at BPL by consortium members' patrons.

	Percent of				Percent of			
	<u>This Month</u>	<u>This Month</u>	<u>Last Year</u>	<u>Percent</u>	<u>This Year</u>	<u>To Date</u>	<u>Last Year</u>	<u>Percent</u>
CHECKOUTS	<u>Circulation</u>	<u>This Month</u>	<u>This Month</u>	<u>Change</u>	<u>To Date</u>	<u>Circulation</u>	<u>To Date</u>	<u>Change</u>
Ada Community	3,263	1.60	3,061	6.60	36,056	1.89	25,419	41.85
Caldwell	382	0.19	276	38.41	2,997	0.16	2,440	22.83
Eagle	538	0.26	609	-11.66	6,034	0.32	8,041	-24.96
Emmett	17	0.01	14	21.43	235	0.01	398	-40.95
Garden City	949	0.46	998	-4.91	10,264	0.54	11,402	-9.98
Hailey	0	0.00	9	100.00	86	0.00	216	-60.19
Kuna	460	0.23	391	100.00	4,215	0.22	2,519	67.33
Meridian	2,967	1.45	3,032	-2.14	25,914	1.36	23,868	8.57
Mountain Home	172	0.08	185	-7.03	2,344	0.12	1,704	37.56
Nampa	564	0.28	588	-4.08	5,788	0.30	6,575	-11.97
Twin Falls	54	0.03	11	100.00	239	0.01	315	-24.13
Total	9,366	4.59	9,174	2.09	94,172	4.93	82,897	13.60

Total BPL Circulation 204,123 196,931 1,909,502 1,880,674

Items checked out at consortium member locations by BPL patrons.

	<u>This Month</u>	<u>Last Year</u>	<u>This Year</u>	<u>Last Year</u>
CHECKOUTS		<u>This Month</u>	<u>To Date</u>	<u>To Date</u>
Ada Community	10,965	12,135	96,887	97,806
Caldwell	114	152	1,789	1,454
Eagle	7,290	7,512	66,342	62,430
Emmett	44	73	319	620
Garden City	9,268	10,245	79,534	79,924
Hailey	0	11	93	24
Kuna	193	155	1,499	1,901
Meridian	9,167	7,090	76,811	66,880
Mountain Home	19	9	117	82
Nampa	899	502	6,579	6,006
Twin Falls	14	13	84	85
Total	37,973	37,897	330,054	317,212